

EMPLOYEE TRAINING RECORD

TRAINING TITLE Proper Wear of Disposable Ear Plugs

KEY TEACHING POINTS

HOW TO ROLL AN EAR PLUG

Hands and Plugs should be clean prior to use. Begin by rolling the ear plug into a very thin crease-free cylinder. The cylinder should be as small in diameter as possible, this is, as tightly compressed as you can make it. Do not worry about hurting the plug - it is designed to be compressed in this way.

Crease free rolling is accomplished by squeezing lightly as you begin rolling, then applying progressively greater pressure as the plug becomes more tightly compressed. Make sure you roll the plug into a cylinder rather than any other shape such as a cone or ball.

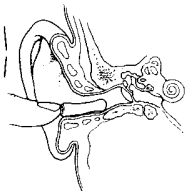
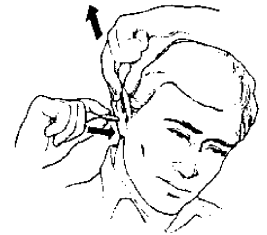
The plug is best rolled between the fingertips. One method is illustrated in figures illustrated below.



INSERTION INTO THE EAR CANAL

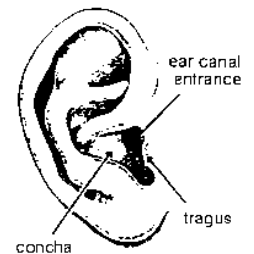
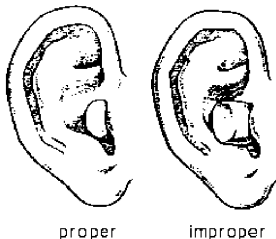
Once the plug has been properly rolled and compressed, immediately insert it well into the ear canal. As with all earplugs, fitting is easier if the outer ear (pinna) is pulled outward and upwards during insertion as illustrated.

Plugs should be inserted into the right ear using the right hand and into the left ear with the left hand. The pinna should be pulled with the opposite hand by reaching behind or over the head. This allows the hand inserting the plug to have the best line of approach for proper fitting.



After insertion, it may be necessary to hold the plug in place with a fingertip for a few moments until it begins to expand and block the noise. This is not intended to keep the plug from backing out of the ear canal, since properly inserted earplugs do not in fact exhibit such a tendency, but rather is to assure that the plug does not move and dislodge prior to expanding enough to hold itself in place.

Once a plug has begun to expand, neither pushing nor twisting it will improve its fit. If the initial fit is inadequate, remove the plug, re-roll it, and try again.



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ASSESSING FIT

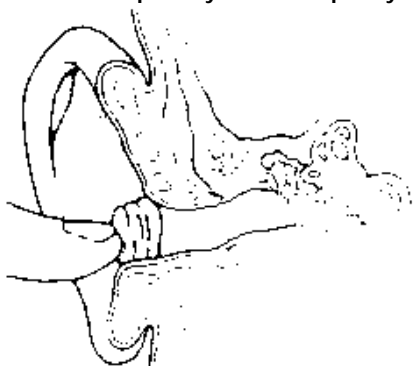
The fit of an ear plug can be assessed in three ways. The most simple, but least accurate method, is to visually (for the fitter) or with fingertips (for the wearer), check whether the end of the plug is resting beyond the tragus and in the concha. If the outer end of the plug is flush with or slightly inside the tragus, this generally indicates that at least half of it is in the canal and the fit is proper. If most of the plug projects into the concha, the insertion is probably too shallow. Since the tragus-to-ear canal dimensions vary significantly, this check is not a foolproof indicator.

Another test that either the wearer or the fitter can perform is to remove an earplug after it has expanded in the ear for about a minute. For a few seconds, the plug will maintain the shape of the ear canal. Examination of the molded plug should show that at least one-half of it was in the ear canal and that it was neither squashed, creased, nor wrinkled.

Finally, the plug's noise reduction can be tested subjectively by pressing firmly cupped hands over the ears while listening to a steady noise. With properly fitted plugs, the noise levels should seem nearly the same whether or not the ears are covered.

PROBLEMS FITTING EAR PLUGS

The primary causes of poorly fitted ear plugs are inadequate roll-downs, and/or too much delay between roll-down and insertion.



If one attempts to push in an improperly rolled down or already partially expanded plug, it will likely be squashed flat at the entrance of the ear canal. As it expands it will appear to back out of the canal. In fact, the portion in the entrance to the canal stays in place as the plug's outer end expands to regain its initial length. Remove the plug and try it again.

Occasionally, wearers with larger ear canals may push a plug in so forcefully and quickly that it becomes difficult to grasp and remove. This may be uncomfortable and inconvenient, but it is not usually dangerous. However, it must be carefully removed by a qualified person such as a medical attendant. Next time, the plug should be rolled into the shape of a golf tee or held more carefully as it is inserted, and it should not be pushed in as quickly or deeply. Another alternative is to use corded ear plugs.

TEST

QUESTION		ANSWERS	
		TRUE	FALSE
1 You can just shove ear plugs in any ole way.			
2 Improperly fitted ear plugs provide as much protection as well fitted ones.			
3 The keeper cord on some ear plugs may be used to wrap the plug to increase the diameter.			
4 It is OK to reuse disposable ear plugs.			
5 You can tell the noise reduction rating by the color coding of the ear plug.			
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE	
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE	